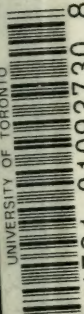


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Advice to West Indian Women recruited
for work in Canada as household
helps

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ADVICE

*West Indian Women Recruited
for Work in Canada as
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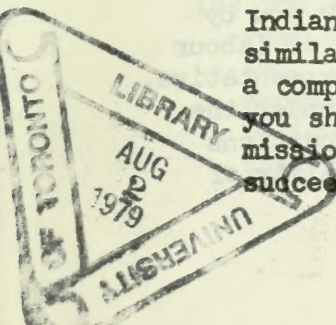
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ADVICE TO WEST INDIAN WOMEN RECRUITED FOR WORK IN CANADA AS HOUSEHOLD HELPS

1. HISTORY OF THE SCHEME

- (a) You probably know that since 1955 the Canadian Government has granted to certain territories in the West Indies a yearly quota to admit West Indian women to Canada as household helps.
- (b) The continuation of this scheme has been due mainly to the good conduct and efficient service of the West Indian household helps who were sent to Canada in past years.
- (c) You have a wonderful opportunity ahead, but you also have the responsibility to make good, so that in future years other West Indian women can look forward to similar opportunities. This is a comparatively new venture and you should regard yourself as missionaries who are resolved to succeed in order to help both



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yourself and others at home in
The West Indies.

- (d) Remember, if you fail you will let down not only yourself but your country. If you make good you will be a credit to your country and contribute toward the continuation of the scheme.
- (e) The women who have been sent to Canada in previous years have not let down West Indian womanhood and it is confidently expected that you will do the same. It is all up to you!

2. CONDITIONS OF EMPLOYMENT:

- (a) You are required to give a written undertaking before you leave The West Indies that on your arrival in Canada you will accept such domestic employment as may be arranged for you by the Canadian Minister of Labour or his authorised representative, at the wage rate and under the working and living conditions prevailing in the locality of

employment for similar work. This undertaking also requires that you agree to remain in the employment arranged for you for a period of one year and that you will not change from one job to another unless it is previously approved by the Canadian Minister of Labour or his authorised representative. It is important that you should bear this in mind and that you should observe these instructions.

- (b) You will be paid wages monthly or weekly, in addition to free board and lodging while employed.
- (c) You should not try to sponsor the migration of any of your relatives or friends to Canada until you have been there for at least 18 months.
- (d) You should not marry during your first year in the country, and, if you become an unmarried expectant mother within that period there is every possibility that you will be deported and

will never be able to return to Canada.

- (e) The Department of Labour in Canada is responsible for placing you with your employers and you should not attempt to change your employment without the prior consent of that Department. While employed you are urged to keep in regular contact with the local office of the National Employment Service, and to discuss your problems (if any) with them.

3. CLOTHING:

- (a) Although you will arrive in Canada before the Winter, the summer will be over and the weather will be quite cold. It is therefore necessary for you to have a certain amount of warm clothing, which should include a warm skirt, sweater and any other woollen garment which will help to keep you warm until you have had a chance to buy exactly what you will

need to suit the Canadian climate.

- (b) You should have at least one pair of stout closed shoes, stockings, a suitable hat (felt) and a pair of gloves.
- (c) You should buy only the things that are absolutely necessary for your journey to Canada and provide for a change of clothing, as warm clothes and suitable shoes are less expensive in Canada than they are in The West Indies. When purchasing clothing in Canada it would be wise to ask your employer's advice as to the things to buy and the best place to find good bargains etc.
- (d) You should take with you a pair of outer rubber shoes (goloshes). These should be a size larger than your shoes.

4. ARRIVAL IN CANADA

- (a) At the Airport in Montreal you

will be met and processed by members of the Immigration Service of Canada. Representatives of the Canadian Ministry of Labour will also be present.

(b) You will then be sent by 'buses to a Hostel in Montreal some 20 miles away, where you might have to remain for two or three days. You will be provided with comfortable accommodation free of cost, but you will be required to assist with the preparation of your own meals, making the beds, tidying of the dormitories and common rooms. Please cooperate in all that you are asked to do and make yourself happy during your stay.

(c) A lady member of the staff of the National Employment Service of Canada and probably an employer will interview you at the Hostel. As soon as your place of employment is decided on you will leave the Hostel. The Representative from the Employment Service will have a copy of the

answers you have given on your Declaration Form, and any change in these answers will embarrass you badly.

- (d) You will be required to pay your transportation costs from the Hostel in Montreal to your final employment in Canada. This means that if you are not placed in employment in Montreal you should have enough money to pay your rail transportation and to buy any food you may need during the journey to your place of employment. Remember that Canada is a large country and that you may have to travel a long distance initially. Your new job may be situated a few hundred miles from landing port.
- (e) You will be required to complete Customs Declaration Forms on arrival in Canada. It is important that these forms be accurately prepared. If you require any help in this regard, please ask for same. You are not

permitted to take more than one Imperial quart of liquor into the Dominion. Amounts in excess of this might be confiscated by the Canadian Customs Authorities.

5. HEALTH SAFEGUARDS:

- (a) When you arrive in Canada you should not go outdoors during the cold weather without warm clothing
- (b) You should try not to get your feet wet but if this is unavoidable you should not dry them over heat.
- (c) Your lips may become tender, soon after you arrive, because of the cold climate. If this happens to you moisten your lips with vaseline or Camphor ice, and this will ease the discomfort.

6. CONDUCT

- (a) Your general conduct should be such as to earn the respect of the Canadian employer and to uphold the highest standard of West Indian

womanhood.

- (b) If you are rebuked by your employer you should not be rude or objectionable in explaining your side of the story.
- (c) You should be strictly honest. Do not take anything that is not given to you by your employer.
- (d) You should be courteous, polite and truthful to your employers and their children at all times, and must protect their interest.
- (e) You should not discuss the private business of your employer's household with any one, nor indulge in any form of gossip.
- (f) You should obey your employer's instructions, and while you may offer a suggestion you should not attempt to dictate to them.
- (g) You should be considerate to your employer and perform your duties cheerfully and efficiently.

- (h) Ask your employer politely to repeat an order if something is said that you did not hear plainly or do not quite understand.
- (i) At all times, you should be courteous and civil to everyone whom you meet.
- (j) If you receive any telephone calls for your employer during his or her absence, you should note the name and number of the person who called and bring them to your employer's attention as soon as possible.

7. PERSONAL CLEANLINESS AND GROOMING

- (a) Care must be taken about your personal hygiene. You should observe absolute cleanliness in your person by brushing your teeth, cleaning your fingernails, taking a bath regularly and using a deodorant.
- (b) Your hair and clothes should always be tidy as these help to make up an attractive personal-

ity.

8. MORAL OBLIGATIONS:

- (a) You should make provision for the proper care and support of any dependents that you might have in The West Indies.
- (b) You should keep in touch with your relatives and friends in your home territory.
- (c) You should attach yourself to a Church, or a religious or social body e.g., the Y.W.C.A. as early as possible after your arrival.
- (d) You are going to Canada to improve yourself, so do not waste your money.
- (e) Credit is easy to obtain in Canada and some girls have found themselves in real difficulty by purchasing on credit beyond their means to pay. It then becomes a very real burden and they are in serious

difficulties. In a couple of cases they have been refused permission to stay in Canada because of the debts they have accumulated. Accordingly you are advised not to buy on credit unless you have excellent advice from someone who understands the customs of the country.

9. PROBLEMS AND DIFFICULTIES:

- (a) If you are in any serious difficulty or become ill and are unable to pay for medical attention, you should write immediately to:-

Commissioner for The West Indies
British Guiana and British
Honduras,
Suite 460,
1510 Drummond Street
Montreal 25
Quebec.

- (b) You are free to discuss your employment problems (if any) with the local office of the National Employment Service and you are urged to keep in touch with them.

- (c) The Ministry of Labour in your territory will try to help you with advice in any personal problems that may arise which you are unable to settle by yourself.

10. USELESS CORRESPONDENCE COURSES:

- (a) This Ministry has been informed that some of the girls who have been sent to Canada in previous recruitments have unknowingly agreed to pay large sums of money for courses which will be of no use to them either in Canada or if they should return to The West Indies. This applies in particular to courses in Nursing which are advertised in magazines and newspapers.
- (b) Numerous useful correspondence courses are available, many at little or no cost. If you wish to take such a course or to attend evening classes, etc., you should first ask the advice of someone who is familiar with available educational facilities.

Your employer, a YWCA representative or an officer of the National Employment Service would direct you to reliable sources of information.

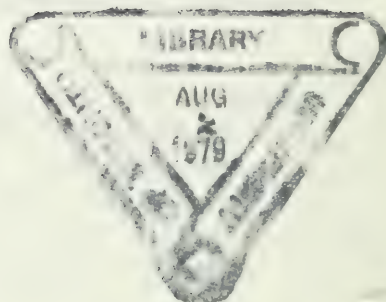
11. GENERAL

- (a) Your identification card should have the name, address and telephone number of your employer in order that they may be contacted in case of accident or if you should get lost.
- (b) You should never leave home without this card and enough money to pay for your transportation back to where you live.
- (c) If you are ever lost you should ask the nearest Police Officer for directions.
- (d) In the West Indies the average household has several servants. In Canada this is not true. Where household help in the West Indies may do only certain tasks, it may well be that the domestic helper

will find she is the only one in a household in Canada and accordingly will probably be asked to undertake any household task.

- (e) You should try and adjust your taste to the food, as Canadian food is different from that in The West Indies.

REMEMBER
THE WEST INDIES
RELIES ON YOU TO DO YOUR PART
TOWARDS THE SUCCESS OF THIS SCHEME



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Advice to West Indian Women
recruited for work in
Canada as household helps

